

D. AGENCY FLEET COMPLIANCE

Fleet Management Statute Compliance

Section 37.450 RSMo authorizes the Commissioner of Administration to issue policies governing the acquisition, assignment, use, replacement and maintenance of state-owned vehicles. The State Vehicle Policy (SP-4) promulgates these policies. The State Fleet Management Program monitors agency compliance with the Fleet Management Statute (Appendix B) and the State Vehicle Policy (Appendix C). A report of agency compliance with the statute and policy follows.

Reporting of State Vehicle Data

As required under Section 37.450 RSMo (3)¹⁰ the State Fleet Information system was implemented on July 1, 2003. Agencies are also required to submit vehicle data in a format requested by the State Fleet Manager. Agencies were notified on February 6, 2003 that they would have a month after system implementation (July 31, 2003) to enter FY'03 individual vehicle data into the system. Data was required for all vehicles in operation during FY'03 with their associated acquisition, fuel, maintenance and repair costs as well as the fiscal year miles driven. A majority of agencies met this deadline, but the following agencies missed the deadline and have not yet provided the requested FY'03 vehicle data.

- Department of Transportation
- Department of Conservation
- Missouri State Highway Patrol
- Department of Health and Senior Services

The Departments of Transportation, Conservation and the Missouri State Highway Patrol are in the process of writing interface programs to provide data from their internal fleet systems and the Department of Health and Senior Services is currently entering data into the State Fleet Information System.

¹⁰ Section 37.450 RSMo. (3) The fleet manager shall institute and supervise a state fleet vehicle tracking system in which the cost of owning and operating each state vehicle is documented by the agency owning the vehicle. All state agencies shall report the purchase and the sale of any vehicle to the fleet manager and provide any additional information requested by the fleet manager in the format, manner and frequency determined by the office of administration....

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State Vehicle Fleet Fee

The fleet management statute¹¹ requires each state agency to pay a state vehicle fleet fee, as determined by the Office of Administration, for each vehicle it owns. Agencies were invoiced in July 2003 for fleet management program services to be provided in FY'04. Future fee assessments will be issued each July, based on the number of active vehicles shown in the State Fleet Information System as of June 30th of each year.

The purpose of the fee is to fund the Fleet Information System and other administrative expenses incurred in management of the state fleet. Since the Office of Administration developed the State Fleet Information System in-house, agencies were not billed for system development or ongoing system support costs as part of the fee. Only administrative program costs including the State Fleet Manager's salary, associate fringe benefit expenses and some minor expense and equipment were billed to state agencies for FY'04. The FY'04 rate for the state fleet fee was \$8.00 per licensed active vehicle.

Vehicle counts as of June 30, 2003 were used to calculate each agency's total fee. Since the Departments of Transportation, Conservation and the Missouri State Highway Patrol have fleets in excess of 1,000 vehicles, their fleet fee invoice was reduced to \$4.00 per vehicle as allowed by statute.

Agencies that have not paid their state fleet fee to date are:

- Department of Transportation
- Department of Conservation

The Department of Transportation expressed its refusal to pay the state fleet fee because they believe a full credit of the fee should apply, and they refuse to authorize agency funds to pay for services which they believe are redundant to those provided by their own agency. The Department of Conservation has not yet paid the fleet fee and questioned the benefit the department would receive from the State Fleet Management Program. The Office of Administration responded to Conservation's concerns but has not received indication that the agency plans to pay the fleet fee.

¹¹ Section 37.450 RSMo. (7) Each agency shall pay a state vehicle fleet fee, as determined by the office of administration for each vehicle it owns for the purpose of funding the state fleet vehicle tracking system and for other administrative expenses incurred in management of the state vehicle fleet. Any agency that owns at least one thousand vehicles shall receive a credit against the state vehicle fleet fee for the internal fleet management services performed by such agency, provided such agency furnishes all information required by the fleet manager.

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State Vehicle Policy Compliance

With the inception of the State Fleet Information System, the State Fleet Management Program is better equipped to analyze agency fleet data and determine agency compliance with policy standards. Also, agency compliance is reviewed prior to any new or used vehicle purchases as part of the new vehicle pre-approval process previously described on page 10.

State Colleges and Universities

In July 2003, discussions with the Department of Higher Education led to the determination that state colleges and universities were responsible for following the State Vehicle Policy, but they would be exempt from the vehicle pre-approval process. Although the State Fleet Management Program distributed the State Vehicle Policy to state colleges and universities, the ability to monitor compliance is limited due to lack of resources as well as a lack of data, since only a few colleges and universities plan to utilize the State Fleet Information System. A count of licensed vehicles for state colleges and universities is included as Appendix F.

Agency Non-Compliance Issues

The following are areas in which agencies are not compliant with the State Vehicle Policy:

1. The policy requires an average annual minimum utilization of 15,000 miles for pool vehicles. Listed below are the state agencies that reported underutilization of pool vehicles. Both of these agencies are in the process of eliminating pool vehicles to be compliant with the policy.
 - Department of Mental Health
 - Missouri State Highway Patrol
2. The Department of Mental Health, Bellefontaine Habilitation Center has not inspected all state owned vehicles in accordance with Section 307.350 RSMo.
3. The Department of Transportation communicated their objection to the following statewide fleet management policies and intention not to:
 - Track individual trip information
 - Obtain preapproval of passenger vehicles
 - Obtain approval to expand the size of their fleet

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4. The Department of Conservation communicated their objection to the following statewide fleet management policies and intention not to:
 - Track individual trip information
 - Obtain preapproval of passenger vehicles
 - Obtain approval of all reportable commuting assignments

The Office of Administration will continue to work with these agencies to reach compliance with the intent of the state statute and adopted statewide policies.